

Risk Management Plan (RMP) Document Checklist

Date(s) of Assessment: _____ Project: _____
 Assessor(s): _____ Document Examined: _____

(Y=Yes, N=No, NA=Not Applicable)

		(Y / N / NA)	w/Comments #
Standards Compliance			
1	Were standards/guidelines and naming conventions established for the document?		
1a	Does the document format conform to the specified standard/guideline?		
Document Content			
Introduction			
2	Does the plan specify the project risk objectives and policy toward risk?		
3	Does the plan provide project assumptions and constraints as they relate to the continuous risk management (CRM) process?		
Organization			
4	Are roles and responsibilities defined for program, project, customer, and provider/supplier key personnel?		
5	Has a CRM training approach been documented for ensuring training of key personnel?		
Process Details			
6	Are process details provided for each CRM phase (i.e., risk identification, analysis, planning, tracking, and controlling)?		
7	Does the process define a continuous assessment for project risks?		
8	Are CRM procedures, methods, and tools identified and defined?		
9	Is a reporting process defined for internal project communication?		
10	Is a reporting process defined for communication external to the project (e.g., program level, GPMC, Headquarters)?		
Documentation of Risks			
11	Has a defined format been developed for the project Risk List?		
12	Does the plan define the configuration control/change process for risks and the project Risk List?		
13	Do team members have access to the current list at any time?		
14	Does the plan include an initial set of identified risks and action plans for each?		
Approval Process			
15	Has the plan been approved by the Project Manager?		
16	Does the SMO Director concur with the plan (i.e., does the approval cycle include concurrence by the SMO)?		
Information - Concise, Complete, and Consistent			
17	Is the document concise and easy to follow?		
18	Does the level of detail provided reflect a mature Continuous Risk Management (CRM) System?		
19	Was the document baselined?		
20	Is there evidence of documentation control?		

Reference GPG 7120.4 Risk Management, Section 2.3

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COMMENTS PAGE _____ **of** _____

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